# MID-SEMESTER SNAPSHOT DAY (1st Semester Teams)

**EXPECTED OUTCOMES**

**Problem Definition** – All team members have a clear and concise description of the root problem and context. The team can convincingly translate client needs into engineering specifications (including metrics) that can be used to measure how well needs are met.

**Project Learning** - Team documentation and files explain the technology and scientific principles that support your understanding of the problem and stakeholders. All team members can readily explain engineering concepts that underlie their project and describe professional practices involved with client communication, design process implementation, and project management.

**PREPARATION (review display items with lead instructor and graduate student mentor)**

* Project portfolios should be updated to include a synthesis of your project learning and all other first semester deliverables to date
* Bring any existing hardware/software, pictures from client, diagrams, catalogs, etc.
* Make 8.5x11 printouts to create a posterboard that includes things like:
	+ Descriptive Project Title
	+ Team name, team members, sponsor
	+ Problem statement (1-2 sentences)
	+ Design Goals/Deliverables
	+ Table of Specifications (general reqs, specific reqs, and target values)
	+ Documentation of project learning such as literature review, product
	 dissection, calcs, experiments, empathetic studies
	+ Concept development to date (sketches, CAD, pictures, prototyping)
	+ Plan/schedule for project completion (milestones & dates)

**DELIVERY (on Snapshot Day)**

* BUSINESS ATTIRE – button up shirts, slacks, and interview style grooming.
* Advance clean up around your work/display area and early set-up at your location.
* Make logbook entries with lessons learned about your project and project actions other teams are taking that you want to emulate.